

ALC

Daily Tour and Assignment Control

Date

3/14/02

- ☐ Review previous day's tour and list follow-up.
- ☐ Pull day file and list action necessary.

TOUR AND RECOVERY PLAN	ORDERS DUE	FREIGHT IN
IMMEDIATE ACTION:		

AREA	JOB TO BE COMPLETED
	- Hang more wear first pants
	- Move camo pants to clearance racks.
	- Ymen's levis table & wall re-folded & sized. Fill from the back.
	- Tees on top of levis tables - re-folded
	- Ribbles on corner table re-folded
	- NO ORANGE tags on levis 501 wall.
	- Hats recovered by brand/style.
	- Bring down Abi 213 hat rack from upstairs
	- Russell Sweats need to be recovered to planogram / top shelf - merchandise is too high.
	- Act recovered by brand / keep styles together.
	Tailor make shelf upstairs. collections.
	- Clearance flannels size with rings on own shelves
	- Hang Arrow dress shirts from under table move to clearance rack.
	- floor clean ...

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AREA	JOB TO BE COMPLETED
	- Hang more wearfirst pants
	- Move camo pants to clearance racks.
	- Ymen's levis table & wear re-folded & sized. Fill from the back
	- Tees on top of levis tables - re-folded
	- Ribbles on corner table re-folded
	- NO ORANGE tags on levis 501 wear.
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	- Hats recovered by brand/style.
	- Bring down Adidas hat rack from upstairs
	- Russell Sweats need to be recovered to planogram/ top shelf - merchandise is too high.
	- Out recovered by brand / Keep styles together. Take maple shelf upstairs. collections.
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	- Clearance Hannels size with rings on rounders
	- Hang Arrow dress shirts from corner table move to clearance rack.
	- Hang clearance shirts from all tables. move to clearance rounders
	- Arrow shirts on maple divider / B & T together by style / color / Same for men's sizes.
	- missing face on's by From.
	- men's tables - all Denim/Darkens - re-folded sized every night
	- Clearance signs / NO consistent - they all need to be set on the left of rack
	- Replace table sign holders with flat base holders.

AREA	JOB TO BE COMPLETED
-	Stack of Documents left on top of table.
-	men's underwear removed to room every night. NOT just face over
-	Vacuum bases of T-Frames.
-	ADD one more row for men's hats in men's bins.
	No merchandise on Floor.
-	Dress shirts returned to plasmascan/SCAN ZEROES/ Reg's Nextweek.
-	Set up bar on wall in men's

Closing Checklist and Pass Down Log:

Initial		Initial	
	Read and initial memo book		Balance extra change
	Direct Receivings mailed as per J.I.		Change fund accountability completed
	Salvage and returns completed		Orders checked and mailed
	Recovery as assigned completed		Checkstands clean and orderly
	Are all aisles clear?		Logs Completed and mailed ...
	Fill checkstand merchandise ...		Lay-a-way
	candy and gum		Money Order
	balloons		Gift Certificates
	batteries		Game Licenses
	magazines balanced		Ring-out registers and mail tapes
	All baskarts out of the stockroom		Check under tills
	Forklift on charge		Desk area clean and orderly
	Compactor doors locked		Checkstand supplies filled
	Audit change funds		Desk locked

Pass-Down Log:

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